

## **Idaho State Bar and Law Foundation Electronic Communications Policy**

### **Content/Sponsoring Organization:**

1. Electronic messages, website announcements, and social media posts must be on issues, events or activities directly related to the Idaho State Bar or Idaho Law Foundation or of benefit or interest to members of the Idaho State Bar.
2. Messages containing any of the following content will not be posted or disseminated:
  - a. Advertisements for commercial enterprises;
  - b. Fundraising activities not sponsored by the Idaho State Bar or Idaho law Foundation;
  - c. Messages that engage in legislative or political activity as prohibited by Idaho Bar Commission Rules 1106 and 906;
  - d. Messages for personal gain.
3. Messages or announcements may be sent or posted for the following entities:
  - a. Idaho State Bar;
  - b. Idaho Law Foundation;
  - c. District Bar Associations;
  - d. Committees of the Idaho State Bar;
  - e. Committees of the Idaho Law Foundation;
  - f. Sections of the Idaho State Bar;
  - g. Idaho Supreme Court;
  - h. U.S. Courts for the District of Idaho;
  - i. Law Schools in Idaho;
  - j. American Bar Association.
4. The Member Services staff will review and approve all messages and announcements and reserves the right to edit or deny any requests.
5. Electronic messages and website announcements will be evaluated based on the following criteria:
  - a. Relevance to a significant portion of the members;
  - b. Reliability and accuracy of the information;
  - c. Timeliness;
  - d. Whether the content of the message or announcement promotes the mission of the Idaho State Bar and/or Idaho Law Foundation.

### **Distribution**

1. To reduce the number of emails to our members, we encourage the use of the weekly E-Bulletin and CLE Bulletin.
2. Requests to post a message or announcement on the website, Thursday E-Bulletin or Tuesday CLE Bulletin should be submitted to the Member Services staff. Messages or announcements for the next E-Bulletin need to be received by Wednesday at 5:00 p.m. Messages or announcements for the next CLE Bulletin need to be received by Monday at 5:00 p.m.

3. Requests to send broadcast emails should be submitted to the Member Services staff at least 48 hours in advance of the desired distribution.
4. Bulletin announcements may be posted three times at the discretion of the Idaho State Bar staff.
5. Announcements on the website will generally expire after 20 days.
6. Broadcast emails can be sent to the entire ISB membership or to selected groups such as practice sections or District Bar Association members. Messages or announcements sent to selected groups may be sent up to two times, an initial email and a reminder email. Messages or announcements sent to the entire ISB membership will be disseminated using either the weekly E-Bulletin or CLE Bulletin and may be included up to three times between the two.
7. Requests may be made for content distribution via official Idaho State Bar/Idaho Law Foundation affiliated social media platforms, including Facebook and LinkedIn. Requests must be made as directed by the Idaho State Bar/Idaho Law Foundation Social Media Policy.

**Release of Email Addresses:**

1. Member email addresses may be purchased in the following instances only:
  - a. To candidates for ISB Bar Commissioner and Idaho judicial office for communications related to their candidacy;
  - b. To District Bar Associations and Practice Sections for purposes related to their operations, activities or functions. Only the email addresses of the members of the specific group making the request will be released to that group.

**Contact Information**

Lindsey Welfley, Communications Director  
[lwelfley@isb.idaho.gov](mailto:lwelfley@isb.idaho.gov)

*Approved by the ISB Board of Commissioners on September 9, 2005 and amended on February 19, 2010, April 2 2010, January 12, 2018, and October 11, 2019.*